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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D.C. 20505

# CORRESPONDENCE STYLE & PROCEDURES GUIDE

April 1972

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## FORWARD

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds office production. Faster training and increased utilization of personnel also result. This Guide aims to provide for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered.

Certain correspondence of the Agency may require the use of special paper or formats and procedures not covered in this Guide. In such cases, the security of the operation or nature of the correspondence will govern the procedure and style to be used. Several components of the Agency have issued Correspondence Manuals and Instructions to meet local requirements. In most instances the basic standards of this Guide are applicable.

The U. S. Government Correspondence Manual (Chapters One and Two) recommends use of the "Block Format" for Government letters. Some Agencies have adopted that format but, most, and this Agency have not. Nonetheless, the balance of the U. S. Government Correspondence Manual provides excellent guidance in correspondence for administrative offices. Likewise the U. S. Government Printing Office Style Manual is another excellent reference, especially in the area of preferred capitalization, compound words, and punctuation. In this Agency Guide we have tried not to duplicate the material in those Federal Manuals.

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CORRESPONDENCE - GENERAL

## FOREWORD

Uniformity is essential to efficient correspondence operations. It prevents confusion and misunderstanding and thus speeds the production of work. Faster training and increased utilization of personnel also result. This Handbook provides for this standardization in the preparation and handling of Agency memorandums and letters.

The standards prescribed were not selected arbitrarily. They were adopted from many tested systems and a consideration of Agency-wide preferences and needs. The rules are relatively simple. However, some study will be necessary if they are to be mastered. Our correspondence standards will be revised when necessary. Suggestions for their improvement will always be welcome.

Certain correspondence originated by the Clandestine Services or other components of the Agency may require the use of sterile paper or specialized formats and procedures not covered in this Handbook. In such cases, the security of the operation or nature of the correspondence will govern the procedures and style standards to be used.

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## INTRODUCTION

The material in this Correspondence Guide is arranged in the order considered by a writer or typist. A section on the style standards applicable to any one of the four main formats is provided in Chapter I to minimize repeating these standards in subsequent sections. Personnel should become thoroughly versed with this section since it is frequently referred to throughout the Guide. Separate sections in Chapter II describe memorandums on letterhead stationary, plain bond, and Informal Office Memorandum forms, and in Chapter III the format of letters. The remaining chapters cover TOP SECRET material, correspondence prepared for the Director, and finally assembling the correspondence to go forward for signature. Each section is followed by an exhibit illustrating the format described.

This Guide is bound in loose leaf form to allow insertion of changes, or supplemental instructions developed at operating levels. It is recommended that such instructions be reproduced on colored stock, and inserted in the proximity of the guidance material which they supplement.

This Guide concerns only the preparation and handling of memorandums and letters. It does not contain information on other forms of communication such as dispatches, telegrams and cables, nor does it concern the flow and control of mail within the Agency. The issuances listed in Appendix A cover such subjects.

An Agency Correspondence Manual was originally prepared by the Records Division, General Services Office, in April 1952. In May 1955 the Records Management Staff prepared the Correspondence Style and Procedures Handbook [redacted] and rescinded the 1952 issue. The Handbook was updated in 1965 and a limited supply produced for training purposes. This current update was prepared in April 1972 for limited distribution and [redacted] discontinued. A full revision of this Correspondence Guide is contemplated and will include changes resulting from comments and suggestions received.

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## INTRODUCTION

The material in this Handbook is arranged in the order in which elements of correspondence would be considered by a writer or typist. Separate sections describe memorandums on letterhead stationery, plain bond, and Standard Form No. 64 (Office Memorandum), and the format of letters. Each section is followed by an exhibit illustrating the format described. A section on the style standards applicable to any one of the four main formats is also provided to minimize repeating these standards in subsequent sections. Personnel should become thoroughly versed with this section since it is frequently referred to throughout the Handbook.

The Handbook is bound in loose leaf form to allow insertion of changes, or supplemental instructions developed at operating levels. It is recommended that such instructions be reproduced on colored stock, and inserted in the proximity of the Handbook material which they supplement.

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## Chapter I

## BACKGROUND FOR ALL CORRESPONDENCE

## Section A. DEFINITIONS

1. Official CIA correspondence includes all recorded communications sent or received by Agency personnel in the execution of their official duties. However, for purposes of this ~~Handbook~~ <sup>GUIDE</sup> the word "correspondence" refers only to memorandums and letters originated within the Agency.
2. Copies. Unless further qualified, the word "copy" as used in this ~~Handbook~~ <sup>GUIDE</sup> refers to a carbon copy of Agency correspondence. In addition, the following terms apply:
  - a. A courtesy copy is a copy of correspondence furnished certain addressees, and forwarded with the original. Headquarters addressees who have not indicated a need for courtesy copies should not be furnished them. Courtesy copies are not required for addressees outside CIA except Members of Congress and officials of other Federal agencies.
  - b. An official file copy is one prepared on yellow tissue for retention in the official files. Official files are those located in specified elements of the Agency and which contain material officially documenting the operations of that element.
  - c. An information copy is one sent to interested offices other than the addressee.
3. A reference is a brief citation of material which relates to the subject matter of the correspondence. In a memorandum, a reference (or references) may be shown in a reference line, whereas in a letter references are always included in the text.
4. An enclosure is material forwarded with correspondence or forwarded separately, if so indicated.
5. The command line, or the authority line, is used only in memorandums, when the individual signing the correspondence has been delegated



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authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title.

#### Section B. STATIONERY

6. General. Agency correspondence is prepared on three basic types of stationery: Letterhead, ~~Standard Form No. 64~~<sup>OPTIONAL</sup> (Office Memorandum), and plain bond. In addition, plain stocks of tissue-weight paper for carbon copies are provided in various colors. Exhibit 1 lists the types of stationery used for particular forms of correspondence. Supplemental information is given in Chapters II and III which deal specifically with the preparation of memorandums and letters.
7. Letterheads. Three types of letterheads are available: CIA Letterhead, CIA Letterhead (Office of the Director), and CIA Letterhead (Office of Deputy Director of Central Intelligence). The CIA Letterhead is used in the preparation of all correspondence sent outside the Agency except that prepared for the signature of either the Director or Deputy Director of Central Intelligence. Correspondence for their signature is prepared on CIA Letterhead (Office of the Director) or CIA Letterhead (Office of Deputy Director of Central Intelligence) as appropriate. Letterhead stationery comes in white bond and tissue only.
8. Letterex. Letterex is tissue stationery with a sheet of one-time carbon paper attached. Its use speeds typing operations and reduces carbon soilage of hands, stationery, and clothing. Neater typing productions requiring less preparation time are the result. Letterex is stocked in the Agency supply system in single sheets only, in white, green, yellow, pink, and blue.

#### Section C. WHICH FORM TO USE - MEMORANDUM OR LETTER

9. General. The deciding factor in determining which form of correspondence to use is the title of the addressee to whom the correspondence is being directed. Part I of Exhibit 1 lists in alphabetical order the titles of recipients of CIA correspondence. Beside each title is indicated the form of correspondence appropriate to that addressee. Part II of this exhibit shows the types of stationery to use and requirements for copies.

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10. Memorandum for the Record. The memorandum format is also used in recording telephone conversations and other information to be retained for record purposes. Plain stationery is always used. See Paragraph 54 for format.

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## PART I - FORMAT DETERMINATION

CODE	ADDRESSEE	FORMAT
1	CIA - Director or Deputy Director of Central Intelligence; Deputy Directors for Support, Intelligence, and Plans	Memorandum
2	CIA - Multiple Addressees	Memorandum
3	CIA officials in Washington activities	Memorandum
4	Congress; Members of	Letter
5	Executive Office of the President	Letter <u>1</u> /
6	Government Agencies (If informality is appropriate, or if replying to incoming correspondence which was in memorandum form)	Memorandum
7	Government Agencies - Multiple Addressees	Memorandum
8	Government Agencies or their officials, except as provided for in Codes 6, 7, and 9-12 inclusive	Letter -
9	USIB	Memorandum
10	National Security Council (NSC)	Memorandum
11	Office for Emergency <del>Planning</del> PREPAREDNESS	Memorandum
12	President of the United States	Memorandum <u>2</u> /
13	Private individuals and organizations	Letter

1/ & 2/ - Certain circumstances may require a memorandum or letter, respectively.

SEE NEXT PAGE FOR TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

EXHIBIT I (PART I)  
FORMAT, STATIONERY, AND COPY REQUIREMENTS

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## PART II - TYPES OF STATIONERY AND REQUIREMENTS FOR COPIES

KEY: X - Required * - Optional at the discretion of the originator.		ADDRESSEE CODE												
		1	2	3	4	5	6	7	8	9	10	11	12	13
ORIGINAL	Letterhead Bond				X	X	*	X	X	X	X	X	X	X
	Plain Bond	X	X											
	Standard Form No. 64 (Office Memorandum) <del>OPTIONAL FORM 10</del>			X			*							
COPY REQUIREMENTS	OUTSIDE CIA	"THROUGH" Addressee (Letterhead)												
							X			X	X	X		
		Multiple Addressees (Letterhead) <u>1/</u>												
								X						
	OUTSIDE CIA	Courtesy Copy (Letterhead)												
					X	X	*	X	X	X	X	X	X	X
		Information Copies (Letterhead) <u>2/</u>												
					X	X		X	X	X	X	X		X
	WITHIN CIA	"THROUGH" Addressee (Plain white)												
		X	X											
		Multiple Addressees (Plain white) <u>1/</u>												
			X											
		Courtesy Copy (Plain white) <u>3/</u>												
		X		*										
		Information Copies (Plain white) <u>2/</u>												
		X	X	X	X	X	X	X	X	X	X	X	X	X
		Official File Copy (Plain white or yellow) <u>4/</u>												
		X	X	X	X	X	X	X	X	X	X	X	X	X
		Alphabetical Name Index (Plain pink) <u>5/</u>												
		*	*	*	*	*	*	*	*	*	*	*	*	*
		Return Copy (Plain white or green)												
		*	*	*	*	*	*	*	*	*	*	*	*	*
		Hold Copy (Plain white or green)												
		*	*	*	*	*	*	*	*	*	*	*	*	*

NOTE: See Chapter V for requirements if the signing official is either the Director or the Deputy Director of Central Intelligence.

- 1/ One copy for the second and succeeding addressees listed after "MEMORANDUM FOR" on the original.
- 2/ One copy for each information addressee.
- 3/ Staff studies require two copies.
- 4/ Generally the signing official's copy serves as the Official File Copy. However, if the Official File Copy is to be retained elsewhere:
  - a. Prepare an additional copy on plain tissue for the signing official's file.
  - b. Prepare two copies if the signing official is either the Director or one of his four Deputies.
- 5/ If an alphabetical cross-file is considered necessary.

EXHIBIT I (Cont.) (PART II)

FORMAT, STATIONERY, AND COPY REQUIREMENTS

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## Section D. BASIC STYLE

CIA correspondence is prepared in several formats. However, there are certain style standards applicable to each of these. The following basic elements of all CIA correspondence are therefore described to avoid repetition in succeeding chapters. The sequence of these descriptions parallels the order in which elements would be considered by a typist preparing correspondence.

11. Typing Measurements. Spacing, both horizontal and vertical, is often indicated in terms of inches. The following table converts inches into corresponding typing measurements:

## Across the Page

<u>Inches</u>	<u>Typing Strokes (Approx.)</u>	
	<u>Pica</u>	<u>Elite</u>
1 . . . . .	10	12
1 1/4 . . . . .	13	15
1 1/2 . . . . .	15	18
1 3/4 . . . . .	18	21

## Down the Page

<u>Inches</u>	<u>Approximate Typing Lines (Pica or elite)</u>
1/2 . . . . .	3
1 . . . . .	6
1 1/4 . . . . .	8
1 1/2 . . . . .	9
1 3/4 . . . . .	11
2 . . . . .	12
2 1/4 . . . . .	14

12. Margins. The width of margins may vary with the length of text; however, minimum standards provide that right, left and bottom margins of first pages should not be less than one inch. Margins of second and succeeding pages likewise should not be less than one inch, including the top margin, and should correspond in width to the margins on the first page. The following is a guide to margin widths for memorandums and letters:

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<u>Text Length (First Page)</u>	<u>Side Margins (Approximate)</u>	<u>Special Information</u>
Short (up to 100 words)	1½ inches	Approximately 60 spaces to a line.
Medium (100 to 150 words)	1¼ inches	Approximately 65 spaces to a line.
Full Page (150 to 200 words)	1 inch	A full page with minimum margins is preferable to two pages with wider margins.

13. "IN REPLY REFER TO". "Refer to" designations are placed at the discretion of originating officials only on correspondence requiring a reply and sent outside the Agency. Their use encourages outside correspondents to identify Agency letters and memorandums to which they are replying. Replies thus identified can be routed readily to the office concerned.

In cases where the phrase has not been printed on the letterhead, type the words "IN REPLY REFER TO" flush with the right margin, three spaces below the last line of the letterhead. Immediately below the phrase "IN REPLY REFER TO," type in block style the organizational symbol of the office of signature as well as that of the originating office, if circumstances permit routing the reply direct to this latter office.

Example: IN REPLY REFER TO:  
MS/RMD/RDB

NOTE - The "IN REPLY REFER TO" line is never used in correspondence prepared for signature of the Director or Deputy Director of Central Intelligence.

14. Date. The date shown on a memorandum or letter should always be the date on which the correspondence was signed. Accordingly, omit the date whenever correspondence is prepared for signature outside the preparing office, or when there may be some other cause for delay in signing. Always omit the date when preparing correspondence for the signature of the Director of Central Intelligence or his Deputies.

When circumstances permit inclusion of a date at the time of typing, place the date in accordance with specific requirements in Chapters II and III.

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A date is expressed without punctuation in the following sequence: day, month, year--e.g., 15 June 1964. It may be typed or stamped as circumstances dictate. The date should be shown on the original and all copies.

15. Line Spacing. Normally the body of correspondence is single spaced. However, if the text is less than eight lines and consists of but one paragraph, double spacing is used.

NOTE - In memorandums addressed to the President of the United States, regardless of length, double spacing is always used, with double spacing between paragraphs.

16. Paragraphing

- a. Memorandums (Except Those Addressed to the President of the United States) - When a memorandum is but one paragraph in length, the paragraph is not numbered. If the memorandum is two or more paragraphs in length, primary paragraphs are numbered consecutively with Arabic numerals, and subparagraphs are identified alphabetically and numerically. The pattern for paragraphing is as follows:

1. ....  
.....

a. ....  
.....

(1) ....  
.....

(a) ....  
.....

1. ....  
.....

a. ....  
.....

- b. Memorandums for the President - Primary paragraphs are indented five spaces but are not numbered. Subparagraphs, if any, are indented and identified by letters and numerals as shown above.

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c. Letters - Same as memorandums for the President.

17. Quotations. Quotations may be set apart or incorporated in the text of correspondence. When set apart, indent the text five spaces from the left and right margins, two spaces below the text. Block the left margin. For example:

The speaker quoted these words from the Wall Street Journal:

"Imagination was given to man to compensate him for what he is not, and a sense of humor was provided to console him for what he is."

18. Page Number and Identification. The first page of correspondence is not numbered. Second and succeeding pages are numbered consecutively with Arabic numerals centered one-half inch from the bottom of the page. Numerals are typed without parentheses or dashes. Second and succeeding pages of correspondence are also identified as follows:

- a. Memorandums, Staff Studies, and Concurrence Sheets - One inch from the top of the page, flush with the left margin, type the subject of the correspondence as stated on the first page.  
Example:

SUBJECT: Revision of Correspondence Standards

- b. Letters - One inch from the top of the page, flush with the left margin, type the addressee's name and full address. If possible, place this identification on one line. Abbreviations may be used if appropriate. Examples:

Mrs. John Jones, 134 East Pine St., <sup>h</sup>Selbyville, Ky. 400 <sup>h</sup>25  
or  
Hon. Richard B. Randolph, U. S. Senate

19. Continuations. The body of a memorandum or letter is continued on second and succeeding pages, four spaces below the subject line or addressee identification. Plain stationery is always used.

A paragraph of three or fewer lines is not divided between pages. At least two lines of a divided paragraph appear on each page. In dividing a sentence between pages, at least two words of the sentence should appear on each page. In no case is a word divided between two pages.



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If the body of a memorandum or letter is completed so near the bottom of a page that there is no room for the signature, at least two lines of the last paragraph are carried over to the last page. This is done so that the signature will not become separated from the text.

20. Signature and Title. Methods of indicating signatures and titles vary according to different correspondence formats. These methods are described in detail in Chapters II and III which deal with memorandums and letters.

21. Enclosures

- a. Listing Enclosures - Enclosures are listed two spaces below the signature title, beginning with the word "Enclosure" or "Enclosures" typed flush with the left margin. Immediately below and indented two spaces from the left margin, each enclosure is listed by number and briefly described. It is not necessary to number a single enclosure. Do not extend the description of an enclosure beyond the center of the page. Indicate enclosures on the original and all copies.

If an enclosure consists of more than one copy, the number of copies is shown in parentheses following the description of the enclosure. Enclosures forwarded under separate cover should be so identified.

The following illustrate typical enclosure listings:

Single enclosure:

Enclosure:  
CIA Training Manual No. 6

Multiple enclosure:

Enclosures: 337  
1. Form No. 30-4 (6 copies)  
2. ODM letter 5 Jan. 1953 1973  
3. CIA Correspondence Handbook (2 copies - separate cover)  
-cover) NCABLE

- b. Identifying Enclosures - Enclosures themselves are identified by the abbreviation "Encl." followed by the appropriate enclosure number. This identification is placed only on the first page or

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cover of the document, in the lower right corner about  $\frac{1}{2}$  inch from the bottom of the page. It may be handwritten or typewritten. It is emphasized, however, that it should not be handwritten in ink or typewritten if there is a possibility that the enclosure may be referred to later by some other identification.

22. Copy Distribution. Three rules govern when to show copy distribution information on originals and copies:

- a. Do not show internal CIA distribution on any original or copy to be sent outside the Agency.
- b. On an original, courtesy copy, or information copy to be sent outside CIA, do not show the distribution of information copies for other agencies unless the dictating official desires to inform them that such distribution is being made.
- c. Indicate the distribution of only the information copies on the original, courtesy copy, and information copies of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of, those addressees shown after Code 1 in Exhibit 1.

The format for showing copy distribution information depends upon whether the correspondence is on letterhead, plain bond, or ~~Standard~~ <sup>OPTIONAL</sup> Form No. ~~64~~ (Office Memorandum). See Chapters II and III.

23. Originating Office Identification. This identification consists of the organizational symbol of the office originating the correspondence, the writer's name, the typist's initials, and the date the correspondence was dictated. This information is typed all on one line started flush with the left margin and two spaces below the last copy distribution designation. Standard organizational symbols are used. The writer's name is in initial caps, separated from the organizational symbol by a colon. The typist's initials are in lower case. The date is abbreviated and in parentheses. For example:

MS/RMD/RDB:JCBrown:abc (15 June <sup>54</sup><sub>74</sub>)

The originator's telephone extension should also be shown whenever inclusion of this information will not jeopardize the security of operations. Place the extension immediately after the typist's

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initials, separating it from the initials by a slash mark. For example:

MS/RMD:JCDoe:abc/3742 (1 Sept 54) 74

The originating office identification is never shown on the following:

- a. Original and copies sent outside the Agency.
- b. The original and courtesy copy of an internal memorandum prepared on plain bond, i.e., one addressed to, or prepared for the signature of those addressees shown after Code 1 in Exhibit 1.
- c. The original and copies of letters of commendation (except the signer's copy).

24. Defense Classification and Control Markings

- a. When Top Secret, Secret, and Confidential correspondence is typed, the classification will be marked on all pages and copies thereof, top and bottom by means of a red-inked rubber stamp, the type of which is noticeably larger than that of the type-written text. The classification marking will be spaced about  $\frac{1}{4}$  inch from the top and bottom of the page. (See next paragraph if a control statement will also be used.) Correspondence duplicated by any other means than typing shall have classification markings placed thereon in accordance with Regulation

- b. When a control statement (such as "Not Releasable to Foreign Nationals") is used with a defense classification, place the appropriate statement immediately below the defense classification wherever it appears. When a control statement is used without a defense classification, place the statement about  $\frac{1}{4}$  inch from the top and bottom of each page.
- c. Correspondence containing classified information and furnished to authorized persons, in or out of Federal service, other than those in the executive branch, in addition to being marked as shown above will bear the following warning:

"This material contains information affecting the national defense of the United States within the meaning of the espionage laws,

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Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law."

This warning shall be stamped at the bottom of the first page of the original and all copies (including file copies, to indicate that the original was correctly marked). The text of this warning is about 3 1/8" wide by 3/4" deep. The first page of typing therefore should stop at about 1 1/2" from the bottom of the page if the warning is to be included. Stamps with this warning are available at Building Supply Rooms.

- d. Under certain circumstances correspondence can be automatically reclassified--e.g., after a specific event or date or upon removal of classified enclosures. The appropriate action shall be indicated by a rubber stamp available at Building Supply Rooms, or by including a statement in the final paragraph of the correspondence. If stamped, place the statement on the first page of the original and all copies, at the top or bottom in proximity with the defense classification marking.

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## Section E.

## REVIEW, CONCURRENCES, APPROVALS, AND SIGNING AUTHORITY

25. Indicating Review and Concurrences

- a. Indicating Review on Official File Copy - Officials other than the originator shall indicate their review by initialing above their organizational designation at the bottom of the yellow official file copy. The date of initialing should also be shown. The originator will initial over his typed name.
- b. Indicating Concurrences as an Integral Part of a Memorandum (Exhibit 2) - Concurrences may be indicated on the original and all copies of memorandums which will not leave the Agency, when it is desired that concurrences be made an integral part of the correspondence. This method is particularly desirable when considerable coordination or concurrence is necessary outside the originating office, or when the signing official or the recipient of the memorandum may desire a record of concurrences by the officials' surnames and titles.

To provide for these signatures, type the word "CONCURRENCES" flush with the left margin four spaces below the signature line. Beginning six lines below the word "CONCURRENCES" even with the left margin, type a solid line for the signature of the official from whom concurrence is desired. Beneath this line type the official's title. To the right of the signature line type a solid line for the date. Type the word "Date" beneath this line. Repeat this arrangement for each concurring signature desired. Leave six spaces between each signature line.

- c. Indicating Originator and Concurring Officials on Correspondence for Signature of the DCI or DDCI - In order that the Director or the Deputy Director of Central Intelligence may know who has prepared and concurred in correspondence for their signatures, one of the two copies forwarded for retention in their files will bear the signature and title of the originator and each concurring officer. The originator's and concurring officials' signatures should be identified by the words "ORIGINATED BY" and "CONCURRENCES" respectively. The second copy for retention in the files of the DCI or DDCI and all other Agency copies need not bear the signatures of the originator and concurring officials. Their typewritten names will suffice.

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26. Indicating Approval as an Integral Part of a Memorandum (Exhibit 2)

- a. To eliminate preparing additional correspondence at approving levels, a space for the approving official's signature may be provided on the original and all copies of a memorandum which will not leave the Agency. An approval line is indicated by the word "APPROVED" in all caps begun one or two spaces to the right of the center of the page, and six spaces below the last signature line. Two or three spaces to the right of "APPROVED" and on the same line type a solid line for the date. Center the word "Date" beneath the line. Six spaces below the date line and centered with respect to it, type in the approving official's name in all caps. Center his title beneath in initial caps only.
- b. Consider the following requirements when an approval line is used:
  - (1) In addition to the original (which is usually returned to the originating official for necessary action) prepare a copy for retention by the approving official. Furnish two copies if the approving official is the Director or one of his Deputies.
  - (2) Action of the approving official shall be indicated on all copies.
  - (3) Under no circumstances will information or file copies be distributed until action has been taken by the approving official.

27. Responsibility for Review and Concurrences

- a. Originating Official - It is the originating official's responsibility to secure all necessary review and concurrences within his organizational element, and to provide adequate routing of the correspondence to other offices for concurrence. "Provide adequate routing" includes a review of the assembled correspondence to ensure that routing slips bear the names of every office concerned.
- b. Reviewing Officials - Reviewing officials shall sign or initial originals or copies in the spaces provided. Qualified concurrences or nonconcurrences likewise shall be indicated, and the reasons therefor typed to the right of the official's signature

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on the original and all copies of memorandums described in Paragraph 25b, and on all Agency copies described in Paragraph 25c. The reviewing official will also ensure that the copy for his office is not removed from the correspondence assembly since the memorandum is not an official document until signed. The copy for his office will be forwarded from the office of the signing official if the memorandum becomes official.

- c. Secretaries - It is the responsibility of secretaries at concurring levels to type the names of concurring officials, the date action was taken, and any notations of concurrence or qualified concurrence to each copy of a memorandum that will not leave the Agency. The concurring official's signature shall be indicated above his title in the following manner:

/s/ Raymond R. Ross  
Director of Logistics

28. Authority to Sign Correspondence. The authority to sign for the Director of Central Intelligence has been delegated by the Director to certain Agency officials. Other authorizations to sign correspondence have been delegated at Deputy Director, Assistant Director, Office Chief, and subordinate levels. The following general rules apply:

- a. Correspondence addressed horizontally shall be signed by an official at the same level as that of the addressee, or by a person to whom authority has been delegated.
- b. Correspondence directed upward shall be signed by or directed through the chief of the element immediately below that of the official to whom addressed.
- c. Correspondence directed downward shall be signed by or directed through the chief of the element immediately above that of the official to whom addressed.

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6 SPACES

\_\_SUBJECT: Procurement of Overnight Storage Desk Trays

4 SPACES

It is therefore recommended that the verbal agreement described  
herein be concluded officially.

5 SPACES

\_\_M. M. MATTHEWS  
Chief, Management Staff

SUPPORT SERVICES STAFF

4 SPACES

CONCURRENCES: \_\_\_\_\_

\_\_\_\_\_  
Director of Security

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Counsel

\_\_\_\_\_  
Date

APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Date

6 SPACES BETWEEN  
EACH SIGNATURE LINE

U. R. WRIGHT  
Deputy Director  
for Support

Distribution:  
Orig. and 2 - Addressee  
1 - D/S  
1 - OGC  
1 - C/MgtS

EXHIBIT 2

CONCURRENCES AND APPROVAL WITHIN A MEMORANDUM



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## Chapter II

## MEMORANDUMS

## Section A. GENERAL

29. Memorandums are used by CIA officials for interoffice and intra-office communications and to correspond with certain Federal agencies or their officials who likewise use the memorandum format in corresponding with CIA. When to use memorandums is outlined in Part I of Exhibit 1. Part II of this exhibit lists the types of stationery to use and requirements for copies. Further discussion of these elements in this chapter is considered unnecessary. Also, to avoid repeating standards common to each type of memorandum, frequent reference is made to previous paragraphs.
30. This chapter concerns the preparation of memorandums on letterhead stationery, plain bond, and Standard Form No. 64 (Office Memorandum). Three exhibits are provided: ~~OPTIONAL FORM 10~~

Exhibit 3 - Memorandum on Letterhead

Exhibit 4 - Memorandum on Plain Bond

Exhibit 5 - Memorandum on ~~Standard Form No. 64~~  
~~OPTIONAL FORM 10~~

## Section B. MEMORANDUMS ON LETTERHEAD

## Exhibit 3

31. Margins. See Paragraph 12.
32. "IN REPLY REFER TO." The use of this line is optional. See Paragraph 13.
33. Date. If it is appropriate to date the memorandum at the time of typing, place the date immediately below the "Refer to" line as shown in Exhibit 3. If a "Refer to" line is not used, type the date

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on the fifth line below the last line of the letterhead, flush with the right margin. A date is expressed without punctuation in the following sequence: day, month, and year--e.g., 15 June 1954.

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34. "MEMORANDUM FOR." Beginning at the left margin, type this heading in all caps, four spaces down from the date, if one has been inserted. If the date has not been typed, begin this heading 9 or 10 lines below the last line of the letterhead. Two spaces after the colon, insert the addressee's title. Continue the title across the page and on a second line if necessary, indenting the second line two spaces in from the beginning of the addressee's title.

Exhibit 3 illustrates a memorandum for only one addressee. However, a memorandum also may be addressed to two or more recipients if each has equal interest in the subject matter or equal authority to take action. In such a case the "MEMORANDUM FOR" line would appear as follows:

MEMORANDUM FOR: Administrative Officer, Office of Defense  
Mobilization  
Director, Federal Bureau of Investigation

The use of multiple addressee memorandums is encouraged to minimize preparation of individual correspondence.

35. "THROUGH" Line. A "THROUGH" line is rarely used in memorandums sent outside the Agency. When appropriate, however, an addressee may be indicated after the word "THROUGH" typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR." The through addressee is always shown as a title, and is placed in line with the "MEMORANDUM FOR" addressee.
36. "ATTENTION" Line. The use of an "ATTENTION" line in a memorandum is optional. It is used only when the dictating official desires to direct the correspondence to an office or official other than shown after "MEMORANDUM FOR." When used, the word "ATTENTION" is typed in all caps, even with the left margin and two spaces below "MEMORANDUM FOR" or "THROUGH" as the case may be. The addressee following "ATTENTION" may be addressed by name or title.
37. "SUBJECT" Line. The word "SUBJECT" typed in all caps two spaces below the last addressee line, and even with the left margin, introduces a brief statement of the subject of the memorandum. This statement is begun in line with the addressee or addressees listed

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-CORRESPONDENCE - GENERAL

in the foregoing "MEMORANDUM FOR," "THROUGH," or "ATTENTION" lines. The subject should be stated concisely, yet adequately enough to identify the correspondence. Capitalize the first and all other important words. Continue the subject across the page and on a second line, if necessary. Indent the second line two spaces.

38. "REFERENCE" Line. Reference to material related to the subject matter of a memorandum may be cited either in the text or in a "REFERENCE" line. Use of the latter is preferable when repeated reference to the same material may be necessary in the text, or when lengthy titles might tend to complicate sentence structure.

The reference line begins with the word "REFERENCE" or "REFERENCES" typed in all caps beginning at the left margin, two spaces below the subject line. Following this, references are listed with the first word of each reference aligned with the first word of the subject. If more than one reference is listed, designate each alphabetically by small letters in parentheses. A single reference is not so designated. Examples:

Single Reference

MEMORANDUM FOR: Administrative Officer, Office of Defense Mobilization

SUBJECT: Interagency Correspondence Standards

REFERENCE: Bureau of the Budget Circular No. 00 of 10 Jan. 1953

Multiple Reference

MEMORANDUM FOR: Director, Federal Bureau of Investigation

SUBJECT: Interagency Correspondence Standards

REFERENCES: (a) FBI memorandum of 8 June 1953 to CIA  
(b) Bureau of the Budget Circular No. 00 of 10 June 1953

39. Text. The text of a memorandum begins four spaces below the last line of the "SUBJECT" or "REFERENCE" line as the case may be.

40. Line Spacing. See Paragraph 15.

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41. Paragraphing. See Paragraph 16.
42. Page Numbering and Identification. See Paragraph 18.
43. Continuations. See Paragraph 19.
44. "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." The command (or authority) line is used only in memorandums when the individual signing has been delegated the authority to do so for a higher official. Officials signing for the Director will use "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE." Command lines for lower echelons are similarly worded except for the official's title. The command line is typed in all caps, two lines below the last line of text and five spaces in from the left margin.
45. Signature and Title. The signer's name and title are shown five spaces below the last line of text or the command line. The name of the signer is typed in all caps, one or two spaces to the right of the center of the page. The title is typed immediately below the signer's name, in initial caps only, and centered with respect to the name of the signing official. Place the title on two lines if necessary to achieve the best appearance.
46. Enclosures. Note in Exhibit 3 the method of listing referenced material as an enclosure. See Paragraph 21 for further information on enclosures.
47. Distribution of Original and Copies. When it is desirable to indicate to an addressee outside the Agency that other outside parties or agencies are to receive copies, the recipients of copies are listed under "cc" on the original and every copy prepared. The distribution of the original and all other copies, however, is shown separately under the word "Distribution" only on copies retained in the Agency. Thus the distribution of copies outside the Agency is positively shown on copies retained. Also, this format aids mail handling by showing unquestionably whether or not a courtesy copy is being furnished.

To indicate external distribution of information copies, type "cc:" in lower case flush with the left margin, two lines below the title of the signing official or the enclosure listing. List the information addressees in the following manner, indicating those to receive enclosures: